

Attachment 1

JETRO Atlanta (Reg.#4069)

Regarding Item 11:

The Japan External Trade Organization (JETRO) headquarters is located in Tokyo, Japan. It was established by a special law in Japan as a non-profit, Japanese government-supported organization dedicated to promoting mutually beneficial economic, trade and investment relations between Japan and other nations. In the USA, JETRO currently maintains offices in New York, San Francisco, Los Angeles, Houston, Chicago and Atlanta. These offices provide information relating to the Japanese economy and business, as well as US-Japan relations. The functions of JETRO's US offices are believed to be very similar to those of the United States Trade Center (of the US Department of Commerce) in Japan. As the Atlanta-based office of JETRO, JETRO Atlanta provides to public officials, associations, individuals and any other interested parties, information and materials relating to various aspects of the Japanese economy and business, as well as US-Japan economic and trade relations. JETRO Atlanta also monitors the development of US economic and market conditions for JETRO.

Attachment 2

Activities of JETRO Atlanta Staff
(7/1/2014-12/31/2014)

Name	Position	Venue	Activity	Date
Trevin Dye	Assistant Director of Business Development	Georgia International Convention Center	Atlanta World Showcase 2014	10/2/2014
		Clemson University	Student Presentation	10/15/2014
Keiichi Kimura	Chief Executive Director	Consul General Miami Residence	Japan Business Association Presentation	12/8/2014

Attachment 3

JETRO Atlanta (Reg.# 4069)**Response to Item 14.(a) RECEIPTS-MONIES:**

During this filing period (7/1/2014-12/31/2014), JETRO Atlanta received the following amount of money for general purposes from the foreign principal.

<u>Month/Year</u>	<u>From JETRO, Tokyo</u>	<u>Purposes</u>
Jul-14	40,931	For: General Purposes & Salaries
Aug-14	29,268	For: General Purposes & Salaries
Sep-14	27,246	For: General Purposes & Salaries
Oct-14	20,489	For: General Purposes & Salaries
Nov-14	20,027	For: General Purposes & Salaries
Dec-14	21,177	For: General Purposes & Salaries
	159,138.00	

Attachment 4

JETRO Atlanta (Reg.# 4069)

Response to Item 15.(a) DISBURSEMENTS-MONIES:

During this filing period (7/1/2014-12/31/2014), JETRO Atlanta disbursed or expended monies in connection with activities and services on behalf of its foreign principal as follows:

For JETRO, Tokyo, JAPAN:

		(US\$)
Month/Year	Purpose	Amount
Jul-14	Salaries	40,931.00
	Miscellaneous outside service fees:	
	NYBYTE (for providing inside wiring for office relocation)	100.00
	Mountain Creek Printing (printing business cards, letterhead, and envelopes)	54.57
	Interesse (for providing a temporary staff)	2,047.50
	Kai-Tech Solutions - PC maintenance fee (for July 2014)	500.00
	Mountain Creek Printing (printing business cards, letterhead, and envelopes)	54.57
August-14	Office and administrative expenses, including rent, travel, lodging, etc.	3,812.84
	Salaries	29,268.00
	Miscellaneous outside service fees:	
	Interesse (for providing a temporary staff)	2,362.50
	Kai-Tech Solutions / PC maintenance fee (for Aug 2014)	500.00
	Office and administrative expenses, including rent, travel, lodging, etc.	4,113.27
September-14	Salaries	27,246.00
	Miscellaneous outside service fees:	
	Interesse (for providing a temporary staff)	2,520.00
	Intelligent Access (for reinstalling of security system)	1,044.00
	Kai-Tech Solutions / PC maintenance fee (for Sep 2014)	500.00
	Office and administrative expenses, including rent, travel, lodging, etc.	13,752.71
October-14	Salaries	20,489.00
	Miscellaneous outside service fees:	
	Interesse (for providing a temporary staff)	5,107.51
	Kai-Tech Solutions / PC maintenance fee (for Oct 2014)	500.00
	Office and administrative expenses, including rent, travel, lodging, etc.	6,934.41
November-14	Salaries	20,027.00
	Miscellaneous outside service fees:	
	Spirit of Atlanta / a follow-up of the research on Japanese-affiliated manufacturing companies	3,000.00
	Interesse (for providing a temporary staff)	3,003.75
	Kai-Tech Solutions / PC maintenance fee (for Nov 2014)	500.00
	Office and administrative expenses, including rent, travel, lodging, etc.	47,214.87
December-14	Salaries	21,177.00
	Miscellaneous outside service fees:	
	Interesse (for providing a temporary staff)	2,205.00
	Kai-Tech Solutions - PC maintenance fee (for Dec 2014)	500.00
	Office and administrative expenses, including rent, travel, lodging, etc.	13,477.90
		\$272,943.40